



Office 2010 for Seniors For Dummies

By Faithe Wempen

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Office 2010 for Seniors For Dummies, Faithe Wempen, Clear, easy-to-understand instructions for seniors who want to get the most out of Microsoft Office 2010 Seniors are buying computers-both desktops and laptops-in record numbers to stay in touch with family and friends, connect with peers, research areas of interest, make purchases online, or learn a new skill. Assuming no prior knowledge of Microsoft Office, this book is aimed at seniors who are interested in maximizing the capabilities of Microsoft Word, Excel, PowerPoint, and Outlook. Written in large typeface and featuring enlarged figures and drawings to make the book easier to read, this fun and friendly book begins by showing you how to start each application and maneuver the interface. You'll benefit from detailed explanations on how to accomplish specific tasks through the use of examples and templates. Targets seniors who are interested in using the Microsoft Office suite for any number of reasons: keep in touch with family and friends, research topics of interest, shop online, learn a new skill, and more Assumes no prior knowledge of Microsoft Office and walks you through each application: Word (documents), Excel (spreadsheets), PowerPoint...



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Reviews

The book is great and fantastic. Yes, it really is engage in, still an interesting and amazing literature. You wont feel monotony at at any moment of your respective time (that's what catalogs are for regarding if you request me).

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This book is definitely not effortless to begin on reading through but extremely fun to read. Sure, it can be enjoy, continue to an amazing and interesting literature. I realized this book from my dad and i recommended this pdf to understand.

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